



City of South Bend

Vacancy Announcement

Post Date: Thursday, April 2, 2015

Closing Date: Tuesday, April 7, 2015

### **GROUP LEADER – O'BRIEN**

**Category:** Full Time - Teamster

**Department:** Parks

**Reports To:** Superintendent III & Assistant Recreation Director

**Schedule:** 5 AM-1:30 PM, Monday-Friday. Hours may vary based on operational needs.

**Pay Rate:** \$18.21/hr. (Non-exempt)

**Position:** SUMMARY

Performs a variety of skilled and unskilled tasks in the custodial care and maintenance of the facility.

#### **SUPERVISION EXERCISED**

Temporary, seasonal, and community service workers.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Responsible for tracking time spent on tasks, supplies, and duties in written and/or digital format.
- Inspects facility for scheduled maintenance.
- Responsible for plowing three lots and entrance road.
- Organizes work schedule with management to meet all tasks daily, weekly, and by the month.
- Monitor heating and air conditioning systems.
- Sweeps, vacuums, mops, dusts, strips, waxes, polishes, and buffs floors, carpets, furniture, etc.
- Wash windows, walls, metal, and woodwork.
- Cleans and sanitizes restrooms and replenishes supplies; cleans spills, cleans drinking fountains, mirrors, tables, fixtures, blinds, light fixtures, etc.
- Picks up litter from the grounds and around building. Mows and trims grass, waters plants and grass, pulls weeds, rakes leaves, trims bushes, cleans gutters, removes snow and ice from steps and sidewalks, sweeps sidewalks and parking lot, attends to landscaping and replants if necessary.
- Changes light bulbs and fluorescent tubes, and makes minor electrical repairs.
- Dumps garbage and trash cans, and relines garbage cans with liners.
- Resurfaces gym floor as necessary.
- Works directly with the Superintendent III and the Center Director on scheduling of the facility. Sets up equipment, tables, chairs, and recreational equipment for meetings, classes, events and rentals. Oversees groups using the facility for gym rentals, meetings, etc., and also opens and secures the building for them as necessary. May be asked to fill in at other Centers and assist with the set up of events at off-site locations if needed.
- Delivers and picks up, loads and unloads equipment and supplies to/from various sites.
- Inspects department vehicles and maintains operational logs.

- Unloads shipments of equipment and supplies. Stocks, inventories, organizes, and distributes recreational, office, janitorial, first-aid, and arts & crafts supplies and equipment. Checks out, restocks, and inventories picnic kits of the public.
- Inventories, restocks, and orders all custodial supplies.
- Inspects and maintains assigned custodial equipment and tools for proper operating condition.
- Assists management in inspection of the facility and follows through with requests for repairs as needed.
- Performs minor building maintenance and repairs such as painting, plumbing, carpentry, and mechanical.
- Opens and closes, locks and unlocks facility as needed.
- Keeps records of completed daily work.
- Maintains current skills and knowledge in the proper and safe techniques of building maintenance.
- Other duties as assigned.

### **QUALIFICATIONS**

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **REQUIREMENTS**

- High School Diploma or equivalent education required.
- At least one year of experience/training in a custodial, building, and/or grounds maintenance position preferred. Knowledge of construction trades, which demonstrates the knowledge and experience to perform the duties of the position preferred.

### **KNOWLEDGE, SKILLS AND ABILITIES PREFERRED**

- Skilled in the operation of listed tools and equipment.
- Ability to make quick repairs such as leaky faucets, replace locks, etc.
- Ability to work independently and to complete daily activities according to work schedule.
- Ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions.
- Ability to communicate orally and in writing.
- Ability to use equipment and tools properly and safely.
- Ability to understand, follow, and transmit written and oral instructions.
- Ability to direct custodial workforce at all Recreation Centers.
- Ability to enter data and use computer software.
- Maintain positive attitude for yourself and staff.
- Leadership to assume, enhance, strengthen, and advance the mission and purpose of the custodial staff.
- To always be helpful, pleasant, and courteous to Center members, guests, and fellow City employees.
- Knowledge of the methods, skills, materials, and principals of building and grounds maintenance.
- Knowledge of safety hazards and precautionary measures.
- Ability to understand building layouts.
- Ability to work at heights of 25 ft. or more on ladders, scaffolds, or roof.

**CERTIFICATES, LICENSE, REGISTRATION**

- Valid Driver's License required.
- A 3A pesticide license is preferred. Core pesticide applicator license required or must be obtained within one year of employment.

**EQUIPMENT**

Floor buffers, floor burnisher, vacuum cleaners, broom, mop, dusting equipment, snow blower, lawn mower, riding mower, weed eaters, golf cart, blowers and various hand tools such as screwdrivers, pliers, hammers, vice grips, computer, tablet, chemical sprayer, truck and plow, etc.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

**WORK ENVIRONMENT**

Employee regularly works near moving mechanical parts and in and outdoor weather conditions. The employee frequently works in high precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, and vibration. The noise level in the work environment is usually quiet, except when operating power equipment.

**EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

**TO APPLY**

All applications for currently posted positions will be submitted online at [www.southbendin.gov](http://www.southbendin.gov) or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12<sup>th</sup> Floor, South Bend, IN 46601.

**Pre-Employment Drug Screen Required**  
**Comprehensive Background Check Required**